

September 1, 2010

BikeAthens Administrator: Job Description

Scope: BikeAthens is a small 501(c)(3) non-profit corporation focused on pedestrian, cycling and transit issues in Athens, GA. The Administrator is responsible for membership coordination, official communications, recordkeeping and other duties as assigned. Must have own personal computer with internet access to work from their home or office. Good organizational and communication skills necessary. Must be available to attend occasional meetings, including evening meetings. Fundraising, event planning and grant writing experience a plus.

Time requirements: 10-12 hours per week to start. Potential for additional hours and expanded scope of tasks if initial projects go well.

Compensation: \$10-12 hourly to start, with potential for increase after 6 months. No withholding; contractor pays own taxes. BikeAthens will provide IRS form 1099 at year end.

Job responsibilities:

General administration (50%)

- Prepare weekly announcement emails to send to organization's listerv
- Check downtown Athens PO Box weekly and forward mail to appropriate board members
- Regularly (4+ times/week) check BikeAthens' email, respond or forward to appropriate contact
- Attend Board of Directors meetings monthly
- Represent BikeAthens at occasional meetings; some possibly out of town or evenings
- Prepare large mailers to send out once or twice annually

Membership Coordination (20%)

- Maintain internet hosted (CiviCRM) membership database
- Prepare and send membership acknowledgement and renewal notices
- Prepare and deliver membership reports to the BikeAthens Board
- Coordinate with local businesses to develop membership partners

Other (30%)

- Track inventory for Bike Maps and maintain stock at distribution points around Athens
- Plan and organize special events independently and in cooperation with other local agencies
- Secure donations and sponsors for events by working with local businesses

To apply: email resume or CV and cover letter to chair@bikeathens.com